AIRCRAFT DISPATCHER

UNIT 4 – AIRCRAFT USE REPORT

INSTRUCTIONS TO THE INSTRUCTOR

This unit requires that the instructor should have a working knowledge of payment documents for both the OAS and Forest Service.

The purpose of this unit is to provide an exposure to payment documents not to the actual preparation of the documents themselves.

NOTES

DETAILED LESSON PLAN OUTLINE

CURRICULUM: BLM Fire and Aviation Training

COURSE: Aircraft Dispatcher

UNIT: 4 - Aircraft Use Report

SUGGESTED TIME: 1 hour

TRAINING AIDS: Overhead projector or computer with CD-ROM and LCD projector; projection screen; markers, masking tape or tacks; handouts; flip chart; one OAS-23 booklet; FS-122 booklet

OBJECTIVES: Given a simulated wildland fire incident, case study or exercise, students will be able to

      •   Demonstrate the ability to objectively review an OAS-23 or FS-122 prior to submission for payment.

OUTLINE	AIDS & CUES
Introduce Unit 4.	04-01-ACDP-EP
Present the unit objective.	04-02-ACDP-EP
Refer students to the Aircraft Dispatcher Job Aid, page 19, for a checklist for completing the OAS payment document.	ACDP Job Aid, page 19
I. OAS-23	04-03-ACDP-EP
A. Verify all entries on OAS-23	
B. Sign for services received	
C. Ensure pilot/contractor signature	

OUTLINE	AIDS & CUES
D. Verify billee & program charge codes • Multiple program cost user breakout	
Notify students that a billee code refers to the unit that receives a bill for the charges and that a list of the codes can be downloaded from www.oas.gov.	

E.   Ensure timely submission for payment
 	
     • Prompt payment discount–within 30 days
 	
F.   Assure completion
 	
     • Neat
 	
     • Readable
 	
G.   Obtain authorizing official's signature
 	
H.   Submit copies
 	
     • OAS–white copy
 	
     • Vendor–blue copy
 	
     • Agency–yellow copy
	04-04-ACDP-EP

Review Slides 5 through 15 with the students. These slides represent the process to complete an OAS-23. The slides are used as a device by which students can follow in their Student Guide.	04-01-ACDP-IR SG page 4-7 THRU SG page 4-21 04-05-ACDP-EP THRU 04-15-ACDP-EP
Refer students to the Aircraft Dispatcher Job Aid, pages 20-21, for a checklist for completing the FS-122 payment document.	ACDP Job Aid, pages 20-21

OUTLINE	AIDS & CUES
II. FLIGHT USE REPORT–FS 6500-122 INSTRUCTIONS	04-16-ACDP-EP
A. Verify all entries on FS-122	
B. Sign for services received	
C. Ensure pilot/contractor signature	
D. Verify billee & program charge codes	
• Multiple program cost user breakout	
E. Ensure timely submission for payment	04-18-ACDP-EP
• Prompt payment discount–within 30 days	
F. Assure completion	
• Neat	
• Readable	
G. Obtain authorizing official's signature	
H. Submit copies	
• USFS	
• Vendor	
• Local Agency	
Review Slides 19 through 27 with the students. These slides represent the process to complete a FS-122. The slides are used as a device by which students can follow in their Student Guide.	04-02-ACDP-IR SG page 4-23 THRU SG page 4-28 04-19-ACDP-EP THRU 04-27-ACDP-EP

OUTLINE	AIDS & CUES
Review unit objective.	04-28-ACDP-EP
Ask students if there are any questions.	04-29-ACDP-EP

AIRCRAFT DISPATCHER

UNIT 4 – AIRCRAFT USE REPORT

POWERPOINT SLIDE INDEX

<u>Reference No.</u>	<u>Description</u>
04-01-ACDP-EP	Title Slide
04-02-ACDP-EP	Unit Objective
04-03-ACDP-EP	OAS-23 Checklist
04-04-ACDP-EP	OAS-23 Checklist
04-05-ACDP-EP	Blank OAS-23
04-06-ACDP-EP	OAS-23 Instructions
04-07-ACDP-EP	OAS-23 Instructions
04-08-ACDP-EP	OAS-23 Instructions
04-09-ACDP-EP	OAS-23 Instructions
04-10-ACDP-EP	OAS-23 Instructions
04-11-ACDP-EP	OAS-23 Instructions
04-12-ACDP-EP	OAS-23 Instructions
04-13-ACDP-EP	OAS-23 Instructions
04-14-ACDP-EP	OAS-23 Instructions
04-15-ACDP-EP	OAS-23 Instructions
04-16-ACDP-EP	FS-122 Title Slide

PowerPoint Slide Index, continued

04-17-ACDP-EP	FS-122 Checklist
04-18-ACDP-EP	FS-122 Checklist
04-19-ACDP-EP	Blank FS-122
04-20-ACDP-EP	FS-122 Instructions
04-21-ACDP-EP	FS-122 Instructions
04-22-ACDP-EP	FS-122 Instructions
04-23-ACDP-EP	FS-122 Instructions
04-24-ACDP-EP	FS-122 Instructions
04-25-ACDP-EP	FS-122 Instructions
04-26-ACDP-EP	FS-122 Instructions
04-27-ACDP-EP	FS-122 Instructions
04-28-ACDP-EP	Unit Objective
04-29-ACDP-EP	Questions

AIRCRAFT DISPATCHER

UNIT 4 – AIRCRAFT USE REPORT

INSTRUCTOR REFERENCE

Reference No.	Description
04-01-ACDP-IR	OAS-23 Instructions
04-02-ACDP-IR	FS-122 Instructions

NOTES

Exhibit D-9: Instructions For Completion Of OAS-23
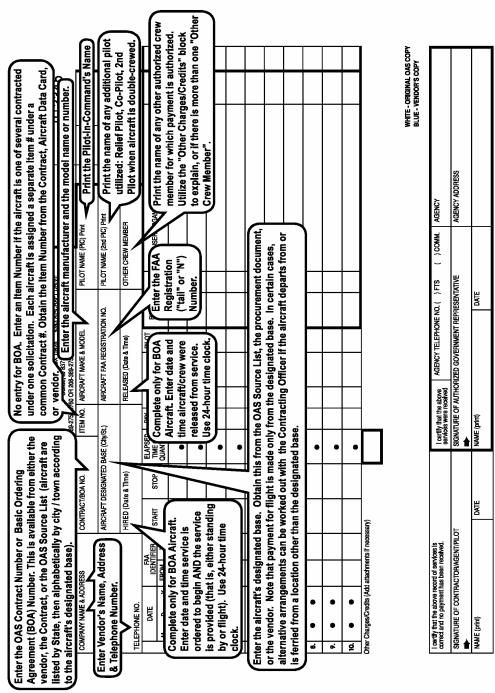Aircraft Use Report

Aircraft Use Report
OAS-23
Instructions

Exhibit D-10: Instructions For Completion Of
OAS-23 Aircraft Use Report (Cont.)

Enter the OAS Contract Number or Basic Ordering Agreement (BOA) Number. This is available from either the vendor, the Contract, or the OAS Source List (aircraft are listed by State, then alphabetically by city / town according to the aircraft's designated base).

Enter Vendor's Name, Address & Telephone Number.

Complete only for BOA Aircraft. Enter date and time service is ordered to begin AND the service is provided (that is, either standing by or flight). Use 24-hour time clock.

No entry for BOA. Enter an Item Number if the aircraft is one of several contracted under one solicitation. Each aircraft is assigned a separate Item # under a common Contract #. Obtain the Item Number from the Contract, Aircraft Data Card, or vendor.

Enter the aircraft manufacturer and the model name or number.

Print the Pilot-In-Command's Name

Print the name of any additional pilot utilized: Relief Pilot, Co-Pilot, 2nd Pilot when aircraft is double-crewed.

Print the name of any other authorized crew member for which payment is authorized. Utilize the "Other Charges/Credits" block to explain, or if there is more than one "Other Crew Member".

Enter the FAA Registration ("tail" or "N") Number.

Complete only for BOA Aircraft. Enter date and time aircraft/crew were released from service. Use 24-hour time clock.

Enter the aircraft's designated base. Obtain this from the OAS Source List, the procurement document, or the vendor. Note that payment for flight is made only from the designated base. In certain cases, alternative arrangements can be worked out with the Contracting Officer if the aircraft departs from or is ferried from a location other than the designated base.

COMPANY NAME & ADDRESS | CONTRACT/BOA NO. | ITEM NO. | AIRCRAFT MAKE & MODEL | PILOT NAME (PIC) Print | PILOT NAME (2nd PIC) Print | OTHER CREW MEMBER

AIRCRAFT DESIGNATED BASE (City/St.) | AIRCRAFT FAA REGISTRATION NO. | RELEASED (Date & Time)

TELEPHONE NO. | HIRED (Date & Time)

DATE | FAA IDENTIFIER | START | STOP

ELAPSED TIME QUAN

Other Charges/Credits (Add attachments if necessary)

I certify that the above record of services is correct and no payment has been received.

SIGNATURE OF CONTRACTOR/AGENT/PILOT

NAME (print) | DATE

I certify that the above services were received

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)

AGENCY TELEPHONE NO. (   ) FTS   (   ) COMM. | AGENCY

AGENCY ADDRESS

DATE

WHITE - ORIGINAL OAS COPY
BLUE - VENDOR'S COPY

Exhibit D-11: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23
(09/91)

AIRCRAFT USE REPORT

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM.

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES
P.O. BOX 15428   4343 AIRCRAFT DRIVE
BOISE, ID 83715-5428   ANCHORAGE, AK 99502-1052
FTS 389-2755/2780 OR 208-389-2755/2780   907-243-330V/430

RED IS FOR OAS USE ONLY

012345

RECEIVED DATE | SERV. AGMT. NO. | AC CONTROL NO.

COMPANY NAME & ADDRESS

AGENCY ORDER NO.

TELEPHONE NO.

Enter month-day-year on each line entry. Example: For June 12, 1994, enter - 06-12-94.

DATE			FAA IDENTIFIER					ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INI-TIAL	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
M	D	Y	FROM	TO	START	STOP				PAX	CARGO						

Log flight time from an approved hour meter (see example, lines 4 and 6-9). Log non-flight time standby periods (Hourly Availability, Extended Availability) in 24-hour clock time (see example, lines 1-3). Do NOT make any entry for Service Truck Miles, Per Diem, or other non-flight time, non-standby pay item codes (see example, lines 5 & 10).

2. Note: When data is entered to the computer, this field will not accept more than three characters. Therefore do NOT enter more than 3 characters. For flight Pay Item Codes and line entries, enter one of the following:

3. ■ The three character FAA identifier of the airport, or the agency identifier for permanent helibases not located at an FAA airport and for which no FAA identifier exists (see example, line 4);

4. For flights that takeoff or land at locations without identifiers, enter the following:

5. ■ FIR for missions which depart from or to a fire, or for missions within the fire itself (see example, lines 4 and 6-9); or,

6. ■ INC for missions which depart from or to a non-fire incident or,

7. ■ PRJ for missions which depart from or to a project, or for missions within the project itself; or,

8. For non-flight Pay Item Codes and line entries, enter either FAA identifiers or FIR, INC, or PRJ, as applicable, for the location(s) where the charge was incurred. For Standby (SB), Per Diem (PD), Guarantee (GT), Availability (AH or EA), etc., where the charge is incurred in one place, enter the same 3-character identifier in both the FROM and TO blocks (see example, lines 1-3 and 10).

Other For service miles (SM) where mileage started at one location and ended at another, enter appropriate 3-character identifiers in the FROM and TO blocks (see example, line 5).

Do not write out FULL SUBSISTENCE, SERVICE MILES, or any other pay item code in either the FAA identifier block or in the Start/Stop block.

I certify that the above record of services is correct and no payment has been received.

SIGNATURE OF CONTRACTOR/AGENT/PILOT   DATE

NAME (print)

I certify that the above services were received.

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)   DATE

AGENCY TELEPHONE NO. (   ) FTS   (   ) COMM.

AGENCY

AGENCY ADDRESS

WHITE - ORIGINAL OAS COPY
BLUE - VENDOR'S COPY

Exhibit D-12: Instructions For Completion Of
OAS-23 Aircraft Use Report (Cont.)

AIRCRAFT USE REPORT

OAS-23 (03/91)

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES
P.O. BOX 15428   4343 AIRCRAFT DRIVE
BOISE, ID 83715-5428   ANCHORAGE, AK 99502-1052
FTS 389-2755/2760 OR 208-389-2755/2760   907-243-3320/4390

RED IS FOR OAS USE ONLY   012345

FLIGHT TIME. Record elapsed time based upon the recorded Start/Stop time. When an approved hour meter is used, entry should be in hours and tenths. See example, lines 4 and 6-9. FT is the most common Pay Item Code to document flight time. However, there are other Flight Time codes such as FN, FY, and PD that should be used when applicable (see Pay Item Code discussion).

USDI requires the documentation of specific types of flight that fall under the broad Pay Item flight codes of FT, FN, FY and FD. This is accomplished through entry of Use Codes. This system requires that the Helicopter Manager track the time spent over the course of a day on various types of flight missions. This tracking is usually accomplished by noting Start and End meter readings on load calculations and/or manifests. Once the helicopter changes missions (for example, from Personnel Transport to Water Dropping), a new Start time should be noted. At the end of the day, flight time for each type of use is totaled, and a line entry made for that Pay Item and Use Code. Note that entries do not have to be made as they actually occurred (that is, one entry for 0.2 personnel transport, then an entry for 1.3 water dropping, followed by an entry of 3.2 for personnel transport). Each type of use can be totaled for the day on one line entry, regardless of whether they were all accomplished at one time, provided that the total flight time of all uses equals total flight time for the day. For further information, see the discussion of Use Codes.

PER DIEM. If applicable government per diem rate is known, enter dollar amount due in Elapsed Time Or Quantity column (round up to nearest dollar). DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Enter the number of people incurring the per diem under PAYLOAD column. See example, line 10. If the rate is not known, enter the number of overnights due (for example, 2 people with 1 overnight, enter 02. 00, with a Pay Item Code of FS). When staying in a high rate area as identified in the Federal Travel Regulations, the vendor must attach a motel receipt indicating higher rate paid (price cannot exceed indicated rate for that area).

SPECIAL CHARGE. Special charges such as transportation licenses and fees, rental car charges for transportation of a relief pilot when the aircraft is away from the designated base, etc. are entered in whole dollar amounts. Remember to DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Example: A licensing fee allowing the fuel truck to operate within the state of $ 215.73 would be entered as 02. 16 with a Pay Item Code of SC. A Special Charge line entry must be supported by an attached invoice marked as paid.

SERVICE TRUCK MILES. Enter mileage traveled while on official government business. Round up to the nearest mile. DISREGARD THE DECIMAL POINT FOR SERVICE TRUCK MILEAGE ENTRIES. See example, line 5.

DAILY AVAILABILITY. (Note: Daily Availability is rarely used for helicopter procurements.) Enter 01. 00 for each day. To reflect Unavailability, deduct 0.1 for each hour of unavailability from 1.0, and enter the difference. For example, if the aircraft was unavailable for three hours, deduct 0.3 from 1.0 and enter 00. 70 with a Pay Item Code of AV. Make a second line entry of 00. 30, with a Pay Item Code of UA. Document the reason for the unavailability in the Contract Daily Diary.

COMPANY NAME & ADDRESS

TELEPHONE NO.

CONTRACT/BOA NO.

AIRCRAFT DESIGNATED BASE (City/St.)

HIRED (Date & Time)

DATE   FAA IDENTIFIER
M D Y   FROM   TO

START   STOP

ELAPSED TIME OR QUANTITY

PAY ITEM CODE

ITEM NO.   AIRCRAFT MAKE & MODEL

AIRCRAFT FAA REGISTRATION NO.

RELEASED (Date & Time)

PAYLOAD   PAX   CARGO

PILOT INI-TIAL

BILLEE CODE   USE CODE

RECEIVED DATE

SERV.   AGMT. NO.   AC CONTROL NO.

PILOT NAME (PIC) Print

PILOT NAME (2nd PIC) Print   AGENCY ORDER NO.

OTHER CREW MEMBER

USER ORGANIZATION AND CHARGE CODES   SIGNED RECEIVED   TAX CODE

04-01-ACDP-IR

Page 4 of 15

Exhibit D-13: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23 (09/91)

AIRCRAFT USE REPORT

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES
P.O. BOX 15428   4343 AIRCRAFT DRIVE
BOISE, ID 83715-5428   ANCHORAGE, AK 99502-1052
FTS 389-2755/2760 OR 208-389-2755/2760   907-243-3320/4330

RECEIVED DATE   RED IS FOR OAS USE ONLY

012345

HOURLY AVAILABILITY. See example, lines 1-2. Enter hours of availability up to the maximum number stated in the contract (usually 8 or 9 hours). Remember to enter Start and Stop time for hourly availability in 24-hour clock time. If aircraft becomes unavailable during the period, record the actual hours of availability, then record the hours of unavailability using Pay Item Code UH. Document the reason for the unavailability in the Contract Daily Diary.

Example: Aircraft is available from 1000 to 1400, then becomes unavailable for 2 hours from 1400 to 1600, then returns to availability status for the remainder of the regular 8-hour standby period (1600 to 1800). Record as follows:

Start	Stop	Elapsed	Pay Code
1000	1400	04.00	AH
1400	1600	02.00	UH
1600	1800	02.00	AH

The contract will specifically state how to enter availability/unavailability for parts of an hour aircraft was unavailable and for non-consecutive periods of unavailability over the course of the day.

EXTENDED AVAILABILITY. Enter hours of extended availability (that is, hours ordered by the government beyond the normal 8- or 9-hour availability period). Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single-pilot crews. Consult the contract for instructions on entering parts of an hour of extended availability, and on entering period(s) of unavailability during ordered extended availability. Most helicopter contracts have separate Pay Item Codes and required line entries for pilot, mechanic, and service truck driver (see Extended Availability below).

EXTENDED PILOT, MECHANIC, or SERVICE TRUCK DRIVER AVAILABILITY. When the contract so states, separate line entries, often reflecting different periods and amounts of extended availability for each individual, must be entered. Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single-pilot crews or the 16-hour duty day for drivers and mechanics. See example, line 3.

GUARANTEE. Exclusive-use helicopter contracts may be based upon a number of guaranteed hours over the course of the contract period. No daily guarantee entry is made. If the guarantee is not met at the end of the contract period, then an entry is made on the last OAS-23 submitted reflecting the difference between the guaranteed number of hours and the actual hours flown. The contract may also state that the guarantee may be reduced by a certain number of hours for parts of days when the aircraft was unavailable and a certain amount of flight was not accrued. Example: 140-hour guarantee contract, but only 119 hours are flown. The final entry is 21 . 00 GT.

For BOA's or the national Interagency CWN Type 1 and 2 contract, there may be a minimum daily guarantee (usually 2-3 hours for BOA's and 4 hours for the national CWN contract). If the flight time accrued does not meet the guarantee, then the difference between the guarantee and the hours flown is entered. Example: 3-hour guarantee, but only 2.4 hours are actually flown. An entry is made to document the difference in flight time, with the next line entry being 00 . 60 GT. Note that vendors may waive the guarantee. However, this agreement to waive the guarantee must be documented on the OAS-23 and initialed by the vendor or pilot.

Consult the national CWN contract for applicable guarantees on the day of mobilization or demobilization.

See Pay Item discussion for other codes used.

January 2002

Exhibit D-14: Instructions For Completion Of
OAS-23 Aircraft Use Report (Cont.)

OAS-23 (08/91) **AIRCRAFT USE REPORT**

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES

RED IS FOR OAS USE ONLY

PAYLOAD. Passengers (Pax) and internal cargo may be entered on the same line. However, Pax and External Cargo loads are not to be entered on the same line (i.e., separate use codes).

PAX. Enter number of passengers for this Pay Item and Use Code. Information is available off load calculations and manifests. Internal cargo (including that carried in cargo racks) that is incidental to the transport of passengers (packs, initial attack gear, etc.) is entered under CARGO, in pounds.

CARGO. Enter POUNDS OF CARGO delivered, assigning the appropriate Use Code. Enter GALLONS OF WATER, FOAM, OR RETARDANT delivered on a separate line entry, assigning the appropriate Use Code. The computer will NOT accept the entry of pounds AND gallons of water (for example, "700/100" for 700 pounds water/100 gallons water).

After Helicopter Manager makes line entries,
Pilot reviews and initials each line.

When charges are incurred payable under the terms of the procurement document, a separate line entry is required for each applicable Pay Item, using the codes below. Some are applicable to BOA's only, some to contracts only, others to both. Remember that there may be multiple flight time (FT, FN, FY, or FD) entries if multiple uses of the aircraft occurred. There also should be multiple line entries for hourly availability if: (1) availability was interrupted by period(s) of unavailability, or (2) availability occurred at more than one location (for example, at the designated base and at an incident).

Code	Unit	Type
AC (Additional Crew)	Hours	Contract only
AH (Hourly Availability)	Hours	Contract only
AV (Daily Availability)	Days	Contract only
CP (Copilot)	Dollars	BOA only
EA (Extended Availability)	Hours	Contract only
EM (Extended Availability Mechanic)	Hours	Contract/BOA
EP (Extended Availability Pilot)	Hours	Contract/BOA
ET (Extended Availability Driver)	Hours	Contract/BOA
FC (Fuel Charge)	Dollars	Contract/BOA
FD (Flight Time With Vendor Pilot-Dry)	Hours	BOA only
FS (Overnight Allowance)	Persons	Contract/BOA
FT (Flight Time With Vendor Pilot-Wet)	Hours	Contract/BOA
FN (Flight Time With Govt Pilot)	Hours	Contract/BOA
FY (Ferry Flight Time)	Hours	Contract/BOA
GT (Guarantee Due, if appropriate)	Hours	Contract/BOA
MC (Additional Mechanic)	Dollars	Contract only
PD (Per Diem)	Dollars	Contract/BOA
SB (Standby)	Hours	Contract/BOA
SC (Special Charge)	Dollars	Contract/BOA
SD (Service Truck Per Day)	Dollars	Contract/BOA
SM (Service Truck Mileage)	Miles	Contract/BOA
SP (Standby, Pilot)	Hours	Contract/BOA
UA (Unavailability, Days)	Days	Contract only
UH (Unavailability Hours)	Hours	Contract/BOA

Usually a maximum of 8 or 9 hours in one day
01 . 00 = 1 Day Availability; not usually employed as a payment method for helicopters
Extra charge when required by government (not entered when required by the FAR's)
EP, EM, and ET are usually used to document individual extended availability for helicopters
Refer to contract for unavailability during extended availability period
Refer to contract for unavailability during extended availability period
Refer to contract for unavailability during extended availability period

Government-purchased fuel
Number of persons incurring full subsistence per night; use PD (Per Diem) if dollar amount known
Vendor-purchased fuel

Use ONLY if rate is different from regular flight time (FT) rate
GT paid either on daily basis for BOA's or at the end of a contract for unfulfilled flight hours
Daily rate; not payable if mechanic, or availability of mechanic, is included in contract price
Use instead of FS if amount known; enter number of persons in "PAX" column
Consult procurement document for when payable; standby is usually not paid for bad weather, lunch hour, etc.
Licenses, fees, etc.

Round up to nearest whole mile; payable only for official business under the contract
Payable for standby by pilot that is separate from any aircraft standby or availability
AV Daily Availability not usually used for helicopters; therefore UA usually not applicable (use UH)
Document periods of UH in Start/Stop blocks; also may be used for BOA or for Guarantee-Hour contract

As stated previously, do NOT write out non-flight Pay Items such as Service Truck Miles, Hourly Availability, Subsistence or Per Diem, etc. In the From/To and Start/Stop blocks.
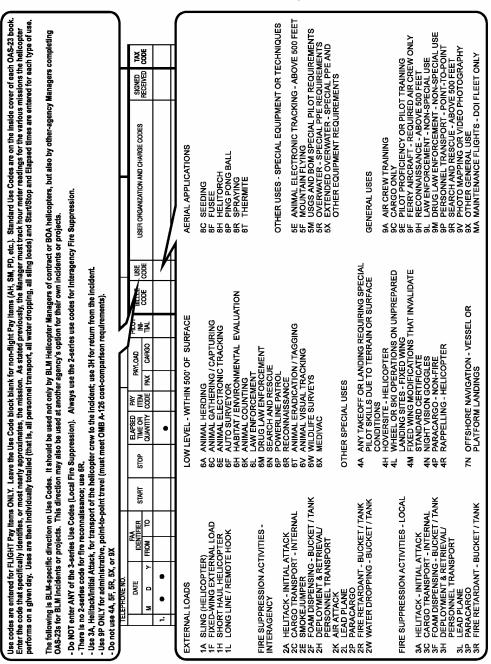
D-19

January 2002

Exhibit D-15: Instructions For Completion Of
OAS-23 Aircraft Use Report (Cont.)

Exhibit D-16: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

Use codes are entered for FLIGHT Pay Items ONLY. Leave the Use Code block blank for non-flight Pay Items ONLY. Leave the Use Code block blank for non-flight Pay items (AH, SM, PD, etc.). Standard Use Codes are on the inside cover of each OAS-23 book. Enter the code that specifically identifies, or most nearly approximates, the mission. As stated previously, the Manager must track hour meter readings for the various missions the helicopter performs on a given day. Uses are then individually totalled (that is, all personnel transport, all water dropping, all sling loads) and Start/Stop and Elapsed times are entered for each type of use.

The following is BLM-specific direction on Use Codes. It should be used not only by BLM Helicopter Managers of contract or BOA helicopters, but also by other-agency Managers completing OAS-23s for BLM incidents or projects. This direction may also be used at another agency's option for their own incidents or projects.

- Do NOT enter ANY of the 3-series Use Codes (Local Fire Suppression). Always use the 2-series use codes for Interagency Fire Suppression.
- There is no 2-series code for fire reconnaissance; use 6R.
- Use 3A, Helitack/Initial Attack, for transport of the helicopter crew to the incident; use 3H for return from the incident.
- Use 9P ONLY for administrative, point-to-point travel (must meet OMB A-126 cost-comparison requirements).
- Do not use 4A, 5F, 5R, 5X, or 9X

EXTERNAL LOADS

1A   SLING (HELICOPTER)
1F   FIXED-WING EXTERNAL LOAD
1H   SHORT HAUL HELICOPTER
1L   LONG LINE / REMOTE HOOK

FIRE SUPPRESSION ACTIVITIES - INTERAGENCY

2A   HELITACK - INITIAL ATTACK
2C   CARGO TRANSPORT - INTERNAL
2E   SMOKEJUMPER
2F   FOAM DISPENSING - BUCKET / TANK
2H   DEPLOYMENT & RETRIEVAL/ PERSONNEL TRANSPORT
2K   AIR ATTACK
2L   LEAD PLANE
2P   PARACARGO
2R   FIRE RETARDANT - BUCKET / TANK
2W   WATER DROPPING - BUCKET / TANK

FIRE SUPPRESSION ACTIVITIES - LOCAL

3A   HELITACK - INITIAL ATTACK
3C   CARGO TRANSPORT - INTERNAL
3F   FOAM DISPENSING - BUCKET / TANK
3H   DEPLOYMENT & RETRIEVAL/ PERSONNEL TRANSPORT
3L   LEAD PLANE
3P   PARACARGO
3R   FIRE RETARDANT - BUCKET / TANK

LOW LEVEL - WITHIN 500' OF SURFACE

6A   ANIMAL HERDING
6C   ANIMAL GATHERING / CAPTURING
6E   ANIMAL ELECTRONIC TRACKING
6F   AUTO SURVEYOR
6H   HABITAT / ENVIRONMENTAL EVALUATION
6K   ANIMAL COUNTING
6L   LAW ENFORCEMENT
6M   DRUG LAW ENFORCEMENT
6N   SEARCH AND RESCUE
6P   POWERLINE PATROL
6R   RECONNAISSANCE
6T   ANIMAL ERADICATION / TAGGING
6V   ANIMAL VISUAL TRACKING
6W   WILDLIFE SURVEYS
6X   MEDIVAC

OTHER SPECIAL USES

4A   ANY TAKEOFF OR LANDING REQUIRING SPECIAL PILOT SKILLS DUE TO TERRAIN OR SURFACE CONDITIONS
4H   HOVERSITE - HELICOPTER
4L   WHEEL OR SKI OPERATIONS ON UNPREPARED LANDING SITES - FIXED WING
4M   FIXED WING MODIFICATIONS THAT INVALIDATE STANDARD CERTIFICATE
4N   NIGHT VISION GOGGLES
4P   PARACARGO - NON-FIRE
4R   RAPPELLING - HELICOPTER

7N   OFFSHORE NAVIGATION - VESSEL OR PLATFORM LANDINGS

AERIAL APPLICATIONS

8C   SEEDING
8F   FUSEE
8H   HELITORCH
8P   PING PONG BALL
8R   SPRAYING
8T   THERMITE

OTHER USES - SPECIAL EQUIPMENT OR TECHNIQUES

5E   ANIMAL ELECTRONIC TRACKING - ABOVE 500 FEET
5F   MOUNTAIN FLYING
5M   USGS AND BOM SPECIAL PILOT REQUIREMENTS
5R   OVERWATER - SPECIAL PPE REQUIREMENTS
5X   EXTENDED OVERWATER - SPECIAL PPE AND OTHER EQUIPMENT REQUIREMENTS

GENERAL USES

9A   AIR CREW TRAINING
9C   CARGO ONLY
9E   PILOT PROFICIENCY OR PILOT TRAINING
9F   FERRY AIRCRAFT - REQUIRED AIR CREW ONLY
9H   RECONNAISSANCE - ABOVE 500 FEET
9L   LAW ENFORCEMENT - NON-SPECIAL USE
9M   DRUG LAW ENFORCEMENT - NON-SPECIAL USE
9P   PERSONNEL TRANSPORT - POINT-TO-POINT
9R   SEARCH AND RESCUE - ABOVE 500 FEET
9V   PHOTO MAPPING OR VIDEO PHOTOGRAPHY
9X   OTHER GENERAL USE
MA   MAINTENANCE FLIGHTS - DOI FLEET ONLY

TELEPHONE NO.																
DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILL CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
M	D	Y	FROM	TO					PAX	CARGO						
1.	•	•	•				•									

January 2002

Exhibit D-17: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

AIRCRAFT USE REPORT

OAS-23 (03/91)

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES
P.O. BOX 15428   4343 AIRCRAFT DRIVE
BOISE, ID 83715-5428   ANCHORAGE, AK 99502-1082
FTS 389-2755/2760 OR 208-389-2755/2760   907-243-3200/4330

RED IS FOR OAS USE ONLY   012345

COMPANY NAME & ADDRESS | CONTRACT/BOA NO. | ITEM NO. | AIRCRAFT MAKE & MODEL | PILOT NAME (PIC) Print | RECEIVED DATE | SERV. | AGMT. NO. | AC CONTROL NO.

AIRCRAFT DESIGNATED BASE (City/St.) | AIRCRAFT FAA REGISTRATION NO. | PILOT NAME (2nd PIC) Print | AGENCY ORDER NO.

HIRED (Date & Time) | RELEASED (Date & Time) | OTHER CREW MEMBER

An Agency Order Number for BLM flights is the Document Control Number utilized to process billings by OAS through the Denver Service Center. A Document Control Number consists of a one-digit State Identifier, an 3-digit Office Code, a two-digit entry identifying Document Type and Fiscal Year, and a 4-digit Month Number.

1. STATE. 1-digit alpha State Code according to the following:

Alaska:	L	Idaho:	D	Oregon:	H	Washington Office:	P
Arizona:	A	Montana:	E	Utah:	J	
California:	B	Nevada:	F	Wyoming:	K	
Colorado:	C	New Mexico:	G	NIFC:	R	

OAS-23's for flights taken by the Eastern States Office will be processed by the National Aviation Office at NIFC. Therefore the State Input for Document Control Numbers will be "R" for NIFC. OAS-23's for flights taken by Service Center personnel will be processed by the state in which they are flying, or by the Colorado State Office for cross-jurisdictional flights arranged by the Colorado State Office. Therefore the Input for the Control Number for SC flights will be determined by the state processing the OAS-23, or "C" if Colorado arranged the flight. OAS-23's for flights taken by Phoenix Training Center personnel will be processed by the Arizona State Office. Therefore the Input for the Document Control Number for Training Center flights will be "A" for Arizona.

2. OFFICE. 3-digit numeric code of the Office (Organization) submitting the OAS-23. This will usually be a District or State Office, or a Division of NIFC or the Washington Office.

3. DOCUMENT TYPE. 1-digit alpha. Always enter "S" for Aircraft Use.

4. FISCAL YEAR. 1-digit numeric. Enter the last digit (eg. "4" for FY-94) of the fiscal year in which the flight was taken.

5. SEQUENTIAL MONTH NUMBER. 4-digit numeric. Enter the month in which the OAS-23 is mailed to OAS (not the month in which the flight was taken) according to the following numbering system:

FROM/TO	ENTRY	FROM/TO	ENTRY	FROM/TO	ENTRY	FROM/TO	ENTRY
Oct 1-31	0001	Jan 1-31	0004	Apr 1-30	0007	Jul 1-31	0010
Nov 1-31	0002	Feb 1-28	0005	May 1-31	0008	Aug 1-31	0011
Dec 1-31	0003	Mar 1-31	0006	Jun 1-30	0009	Sep 1-31	0012

Month 0013 is assigned to all OAS-23's sent to OAS after September 30 for flights taken during the fiscal year ending September 30 which were not mailed timely and which were not assigned one of the normal numbers in the 0001-0012 range.

All zeroes in the month entry MUST be entered. All fields should be separated by a "-" (dash) for accurate entry into the OAS On-Line and Payment Collection (OPAC) billing system. Example Of A Complete Document Control Number:

F-030-S3-0005 = Nevada (F)-Carson City District (030)-Fiscal Year 93 (S3)-Flight Invoice Mailed Between February 1 and February 28 (0005)

Exhibit D-18: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

Exhibit D-19: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23 (03/91)

AIRCRAFT USE REPORT

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES
P.O. BOX 15428   4343 AIRCRAFT DRIVE
BOISE, ID 83715-5428   ANCHORAGE, AK 99502-1052
FTS 389-2755/2760 OR 208-389-2755/2760   907-243-3820/4330

RECEIVED DATE   RED IS FOR OAS USE ONLY   012345
SERV.   AGMT. NO.   AC CONTROL NO.

EXAMPLE

#	DATE M D Y	FAA IDENTIFIER FROM	TO	START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAX	CARGO	PILOT INITIAL	BILLEE CODE	USE CODE	Notes
1.	• •	004	004	1000	1600	06.00	AH						6 Hours of Hourly Availability (AH) incurred at Carson City Helibase.
2.	• •	FIR	FIR	1600	1800	02.00	AH						2 Hours of Hourly Availability (AH) incurred at the fire.
3.	• •	FIR	FIR	1800	2000	02.00	EP						2 Hours of Extended Pilot Availability (EP) incurred at the fire.
4.	• •	004	FIR	352.0	353.1	01.10	FT	3	210			2A	1.1 Hours of Flight Time initial attack from Carson City Helibase to the fire.
5.	• •	004	FIR			01.35	SM						135 Service Truck Miles (SM) from Carson City to a fire.
6.	• •	FIR	FIR	353.1	353.6	00.50	FT		550			2F	550 gallons foam dropped over 0.5 hours of flight time; drops need not be consecutive; manager collates all FT for foam drops at the end of the day.
7.	• •	FIR	FIR	353.6	353.8	00.20	FT	2				6R	0.2 flight time used for a reconnaissance of the fire.
8.	• •	FIR	FIR	353.8	354.7	00.90	FT	18	190			2H	18 firefighters and 190 pounds of internal cargo were transported to the line; trips need not be consecutive.
9.	• •	FIR	FIR	354.7	355.4	00.70	FT		1540			1A	1540 pounds of cargo transported via sling.
10.	• •	WMC	WMC			01.32	PD	2					$ 132.00 Per Diem (PD) overnight charges at Winnemucca (WMC) for 2 persons.

COMPANY NAME & ADDRESS

CONTRACT/BOA NO.   ITEM NO.   AIRCRAFT MAKE & MODEL

AIRCRAFT DESIGNATED BASE (City/St.)   AIRCRAFT FAA REGISTRATION NO.

TELEPHONE NO.   HIRED (Date & Time)   RELEASED (Date & Time)

PILOT NAME (PIC) Print   AGENCY ORDER NO.

PILOT NAME (2nd PIC) Print

OTHER CREW MEMBER

Other Charges/Credits (Add attachments if necessary)

I certify that the above record of services is correct and no payment has been received.
SIGNATURE OF CONTRACTOR/AGENT/PILOT
NAME (print)   DATE

I certify that the above services were received
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
NAME (print)   DATE

AGENCY TELEPHONE NO. ( ) FTS   ( ) COMM.   AGENCY

AGENCY ADDRESS

WHITE - ORIGINAL OAS COPY
BLUE - VENDOR'S COPY

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 1)

FIRE FLIGHTS

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
1. Fire flight taken as a result of: - Fire on your unit; (including non-reimbursable mutual aid) or - Fire on another BLM unit; - An order from any Federal cooperating wildland firefighting agency (eg, USFS, FWS, BIA, NPS) and for which charges are nonreimbursable (Note exception in situation where the National Interagency Coordination Center [NICC] assigns a 3000-series fire number for reimbursable support to Military, States, etc.)	Your contract aircraft performs missions for units identified at left; or Your unit arranges a rental/charter in response to an order from any of the agencies identified. or Your unit supplies both a helicopter module and/or manager and a CWN helicopter for the agencies identified. **Note the exception in #4 if your unit does not furnish the CWN aircraft.**	Since all assistance to those agencies is non-reimbursable, assign your local unit's cost-account coding, including your State and Office code, but use the assigned BLM fire number off the Resource Order. DO NOT ASSIGN OTHER-AGENCY PROJECT OR FIRE CODES (EG, USFS "P" NUMBERS) ON OAS-23 PAYMENT DOCUMENTS. Examples of Valid BLM Fire Numbers: 1-Digit Alpha plus 3-Digit Numeric for BLM Districts and State Offices (eg. C567) Example: NV-040-1550-70-R645 (Ely District [NV-040] aircraft on Utah BLM fire [R645]) OR 4-Digit Numeric assigned by NICC for other-agency support, according to the following:[1] 3000-3999 Miscellaneous Support (State, Military) 4000-4999 F & WS Support 5000-5999 BIA Support 6000-6999 NPS Support 9000-9997 USFS Support Example: NV-030-1550-70-9216 (Carson City Nevada District [NV-030] aircraft on Forest Service fire with NICC-assigned Forest Service Support Number [9216])	Use your unit's Billee Code.	Your Unit.

1 - NICC is encouraging local BLM units to immediately assign a local BLM support fire number that will be relayed throughout the system as orders are placed. This will hopefully avoid duplication of fire number assignment (ie, NICC-assigned number, other-District(s) assigned number(s), etc.) For example, Fire J221 in Carson City, a support fire number for the Toiyabe NF, would be transmitted throughout the system and would end up on an order for a helicopter from Montana BLM.

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 2)

FIRE FLIGHTS

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
2.	Fire flight taken as a result of: - An order from any cooperating State firefighting agency (eg. CDF, NDF, Etc.) and for which charges are reimbursable.	Your contract aircraft performs missions for units identified at left and fire is identified as a reimbursable State Agency fire (eg. California Department of Forestry) OR Your unit arranges a rental/charter in response to an order from any of the agencies identified. OR Your unit supplies both a Helicopter Module and/or Manager and a CWN helicopter for the agencies identified. **Note the exception in #4 If your unit does not furnish the CWN aircraft.**	There are three options for this situation: (1) If a NICC-assigned 3000-series number has been assigned, then assign your State and Office Code (costs will be recovered nationally) and use the 3000-series number. (2) Your unit may assign a local support BLM fire number and recover costs locally through cross-agency billing. This is only for incidents where a local BLM District is supporting a local cooperating State agency. This BLM District fire support number will be transmitted by NICC as part of any Resource Orders relayed through the system. HOWEVER, THE UNIT WHICH ASSIGNED THE BLM FIRE NUMBER IS RESPONSIBLE FOR RECOVERING REIMBURSABLE COSTS FROM THE STATE. (3) Assign the cost-account coding as identified by the other agency. This is the most streamlined approach, since OAS bills and recovers the costs directly from the State agency (ie, the BLM District will not receive a bill from OAS)	(1) Use your unit's Billee Code (costs will be recovered nationally). (2) Use your unit's Billee Code (costs will be recovered locally). (3) Use the other agency's Billee Code.	Your Unit. Your Unit. Your Unit.
3.	Fire pre-suppression standby.	There are three situations that may be encountered: (1) Your contract aircraft is placed on presuppression standby by another unit from your Interior agency. (2) Your contract aircraft is placed on presuppression standby by another agency (eg. USFS). (3) A contract aircraft is located and managed at the local level (eg. District) but the State Office holds the presuppression funding for the aircraft.	(1) Assign the other unit's presuppression cost-account coding. (2) Assign the other agency's presuppression cost-account coding. (3) Assign the cost-account coding of the unit holding the presuppression funding.	(1) Use your unit's Billee Code. (2) Use the other agency unit's (eg. Forest) Billee Code (available from OAS). (3) Use your unit's Billee Code.	Your Unit. Your Unit. Your Unit.

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 3)

FIRE FLIGHTS

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
4.	CWN helicopter hired by your District sent off-unit. Helicopter module not furnished by your unit.	A CWN helicopter off the OAS Source List is hired by your unit and sent to another unit. A helicopter module from another unit is attached to the helicopter at the incident.	Module Leader assigns the receiving, benefitting unit's cost-account coding, regardless of agency.	Use the receiving, benefitting unit's Billee Code, regardless of whether agency is federal or non-federal.	The Receiving, Benefitting Unit. Module Leader must ensure copies of OAS-23's are given to the local Aviation Manager.
5.	Fire flight charged to: - Multiple fire code 8888 - Multiple fire code 9999	Your contract aircraft or a rental aircraft scheduled by your unit performs flight for another BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999. or Your contract aircraft or a rental aircraft scheduled by your unit performs flight for your BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.	Assign the other unit's State and Office Code	Use your unit's Billee Code.	Your unit.

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 4)

NON-FIRE FLIGHTS

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
6. Non-fire flight charged to unit funds.	There are several situations possible:			
	(1) Flight is arranged by your unit for the sole benefit of your unit.	(1) Assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(1) Use your unit's Billee Code.	Your unit.
	(2) Flight is arranged by another BLM unit, but at least part of the flight will be charged to your unit's funds.	(2) Other unit should assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(2) Other unit should use its Billee Code, not yours.	The other unit.
	(3) Your unit will be using other funds (eg, Washington Office) to accomplish a project.	(3) Assign other unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(3) Use your unit's Billee Code.	Your unit.
	(4) Flight is arranged by your unit, but at least part of the flight will be charged to another BLM unit's funds.	(4) Flight charges must be split out appropriately on separate lines of the OAS-23, with your unit's and the other unit's coding entered appropriately. This may require alteration of lines originally entered (ie, only one line entry made for a recon whose charges will be shared); note the reason under "Remarks" on the OAS-23. Total flight time remains the same.	(4) Use your unit's Billee Code.	Your unit.
7. Non-fire flight charged to another agency (eg, USFS, non-BLM DOI agency, County, State)	There are two situations which might be encountered:			
	A non-fire flight is arranged by your unit for another agency who will bear all costs of the flight.	Assign other-agency's coding.	Assign other-agency unit's Billee Code.	Your Unit.
	A nonfire flight is arranged by your unit for another agency who will bear part of the costs of the flight, with your unit assuming the rest.	If flight costs are to be shared with your unit, costs will have to be split out on separate lines of the OAS-23. Assign other agency's coding to appropriate lines on the OAS-23, and your unit's coding on the other lines.	Assign other-agency unit's Billee Code to appropriate lines on the OAS-23, and your unit's Billee Code on the lines to be charged to your unit.	Your unit.

January 2002

04-01-ACDP-IR
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NOTES

Exhibit D-3: Instructions For Completion Of USDA-FS 6500-122
Flight Use Record

Flight Use Report
FS-6500-122
Instructions

1. INVOICE NUMBER				2. DATE OF FLIGHT		3. CONTRACT NUMBER			4. A/C REGISTRATION NUMBER		5. SUPPLYING UNIT CODE	
1234567				/ /								
6. AIRCRAFT MAKE				7. AIRCRAFT MODEL		8. A/C TYPE (H, T, OR F)		9. VENDOR NAME				

11. LEG NO.	12. USER UNIT	13. USER CODE	14. FLIGHT OR RESOURCE ORDER NUMBER	15. FAA IDENTIFIER FROM	TO	16. MISSION CODE	17. PAY CODE	18. PILOT NAME(S)	19. NO. OF CREW MEMBERS	20. PASSENGERS	21. NO. DELIVERED	22. CARGO TYPE P, S, OR C	23. CARGO LBS.	24. RETARDANT F, W, S, OR L	25. RETARDANT GALLONS	26. RATE	27. METER TYPE	28. TIME OR METER READING START	STOP	29. FUEL, COST PER GALLON AIRTANKER	30. ELAPSED TIME HRS. & TENTHS/LOADED OR HRS. & MINS.	31. LEG TOTAL
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
7.																						
8.																						
9.																						
10.																						
32.		OVERNIGHT CHARGES				ON											LOCATION					
33.		SERVICE TRUCK CHARGES				ST											MILES					
34.		OTHER CHARGES +				CH											DESCRIBE					
35.		OTHER CREDITS -				CR											DESCRIBE					

37.	ACCOUNTING SUMMARY											36. TOTAL OF ALL CHARGES					
NFC FUND CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	NFC FUND CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	NFC FUND CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT

10. REMARKS (PAX NAMES, UNIT, ETC.)

38. I CERTIFY THAT THE SERVICES LISTED ABOVE HAVE BEEN RECEIVED
SIGNATURE AND TITLE OF FOREST SERVICE OFFICER

USDA-FOREST SERVICE
FLIGHT USE REPORT
FS-6500-122 (04/93)

PREVIOUS EDITION OF THIS FORM IS OBSOLETE

39. I CERTIFY THAT THE SERVICES LISTED ABOVE HAVE BEEN PROVIDED
SIGNATURE AND TITLE OF VENDOR AGENT

Exhibit D-4: Instructions For Completion Of USDA-FS 6500-122 Flight Use Record (Cont.)

Enter all numbers and letters of the aircraft's FAA aircraft registration, commonly called the tail number; e.g., N423D.

Enter the name of the company or government agency that owns the aircraft.

Enter H for helicopter, T for airtanker, or F for all other fixed-wing.

Enter the name of the aircraft manufacturer in Block 6. Examples include; Aerospatiale, Bell, Boeing, Cessna, De Havilland, Hughs, Piper, Lockheed, Rockwell, Sikorsky . . .

Enter the manufacturer's model name and/or number for the aircraft

Start a new invoice for each day the aircraft is on contract, even if overnight fees are the only charges.

Enter the Contract Number or Rental Agreement Number. Include the Item Number if there is one. Obtain numbers from the Contract, Rental Agreement, or Aircraft Data Card.

For Service Truck Charges on Line 33 enter; User Unit, User Code, primary Mission Code, Driver Name(s), Number of Crew Members (drivers), Rate per mile (from Contract or Rental Agreement), and Miles driven. Amount in Block 31 = (Miles driven) X (Rate).

For Overnight Charges on Line 32 enter; User Unit, User Code, primary Mission Code, Pilot Name(s), Number of Crew Members (pilots, service truck drivers, and mechanics), lodging Rate per individual (from Contract or Rental Agreement), and lodging Location. Amount in Block 31 = (Number of Crew Members) X (Rate).

For Other Credits on Line 35 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the credit, and the negative amount in Block 31. Examples include any government provided items such as fuel.

For Other Charges on Line 34 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the charge, and the amount in Block 31. Examples include lump sums for extra pilots, and airport landing fees.

Exhibit D-5: Instructions For Completion Of USDA-FS 6500-122 Flight Use Record (Cont.)

Enter the code for the unit of the agency that is supplying the aircraft in Block 5.
Enter the code for the unit of the agency that is using the aircraft in Block 12.

REGION 1

01 REGIONAL OFFICE, MISSOULA, MT
01 01 BEAVERHEAD NF
01 02 BITTERROOT NF
01 03 CLEARWATER NF
01 05 CUSTER NF
01 06 DEERLODGE NF
01 08 FLATHEAD NF
01 09 GALLATIN NF
01 11 HELENA NF
01 12 IDAHO PANHANDLE NF
01 14 KOOTENAI NF
01 15 LEWIS & CLARK NF
01 16 LOLO NF
01 17 NEZ PERCE NF

REGION 2

02 REGIONAL OFFICE, LAKEWOOD, CO.
02 02 BIGHORN NF
02 03 BLACK HILLS NF
02 04 GRAND MESA-UNCOMPAHGRE/GUNNISON NF
02 06 MEDICINE BOW NF
02 09 NEBRASKA NF
02 10 RIO GRANDE NF
02 11 ROUTT-ARAPAHO-ROOSEVELT NF
02 12 PIKE-SAN ISABEL NF
02 13 SAN JUAN NF
02 14 SHOSHONE NF
02 15 WHITE RIVER NF
02 16 ROCKY MT RESEARCH ST

REGION 3

03 REGIONAL OFFICE, ALBUQUERQUE, NM
03 01 APACHE-SITGREAVES NF
03 02 CARSON NF
03 03 CIBOLA NF
03 04 COCONINO NF
03 05 CORONADO NF
03 06 GILA NF
03 07 KAIBAB NF
03 08 LINCOLN NF
03 09 PRESCOTT NF
03 10 SANTA FE NF
03 12 TONTO NF

REGION 4

04 REGIONAL OFFICE, OGDEN, UT
04 01 ASHLEY NF
04 02 BOISE NF
04 03 BRIDGER-TETON NF
04 05 CARIBOU NF
04 06 CHALLIS NF
04 07 DIXIE NF
04 08 FISHLAKE NF
04 10 HUMBOLDT NF
04 12 MANTI-LASAL NF
04 13 PAYETTE NF
04 14 SALMON NF
04 15 SAWTOOTH NF
04 17 TARGHEE NF
04 18 TOIYABE NF
04 19 UINTA NF
04 20 WASATCH-CACHE NF
13 04 INTER-MTN RESEARCH ST
GEOMETRONICS CENTER

WASHINGTON OFFICE

13 01 WASHINGTON, DC.
13 02 BOISE, ID

REGION 5

05 REGIONAL OFFICE, SAN FRANCISCO, CA.
05 01 ANGELES NF
05 02 CLEVELAND NF
05 03 ELDORADO NF
05 04 INYO NF
05 05 KLAMATH NF
05 07 LASSEN NF
05 08 LOS PADRES NF
05 09 MENDOCINO NF
05 10 MODOC NF
05 12 SIX RIVERS NF
05 13 SAN BERNARDINO NF
05 14 SEQUOIA NF
05 15 SHASTA-TRINITY NF
05 16 SIERRA NF
05 17 STANISLAUS NF
05 19 TAHOE NF
05 21 PSW RESEARCH STATION
05 1455 N ZONE FIRE CENTER
05 010023 S ZONE FIRE CENTER
LK TAHOE BASIN MGMT TM

REGION 6

06 REGIONAL OFFICE, PORTLAND, OR.
06 01 DESCHUTES NF
06 02 FREMONT NF
06 03 GIFFORD-PINCHOT NF
06 04 MALHEUR NF
06 05 MT BAKER-SNOQUALMIE NF
06 06 MT HOOD NF
06 07 OCHOCO NF
06 08 OKANOGAN NF
06 09 OLYMPIC NF
06 10 ROGUE RIVER NF
06 11 SISKIYOU NF
06 12 SIUSLAW NF
06 14 UMATILLA NF
06 15 UMPQUA NF
06 17 WALLOWA-WHITMAN NF
06 18 WENATCHEE NF
06 19 WILLAMETTE NF
06 20 WINEMA NF
06 21 COLVILLE NF
06 22 PNW RESEARCH ST
REDMOND AIR CENTER

REGION 8

08 REGIONAL OFFICE, ATLANTA, GA.
08 01 ALABAMA NATIONAL FORESTS
08 02 DANIEL BOONE NF
08 03 CHATTAHOOCHE-OCONEE NF
08 04 CHEROKEE NF
08 05 FLORIDA NATIONAL FORESTS
08 06 KISATCHIE NF
08 07 NATIONAL FORESTS MISSISSIPPI
08 08 GEORGE WASHINGTON NF
08 09 OUACHITA NF
08 10 OZARK-ST FRANCIS NF
08 11 NORTH CAROLINA NATIONAL FORESTS
08 12 FRANCIS MARION AND SUMTER NATIONAL FORESTS
08 13 JEFFERSON NF
08 14 CARIBBEAN NF
08 18 SE AREA RESEARCH ST
08 19 SOUTHERN RESEARCH ST
08 36 SAVANNAH RVR FOREST ST

REGION 9

09 REGIONAL OFFICE, MILWAUKEE, WI.
09 02 CHEQUAMEGON NF
09 03 GREEN MTN NF
09 05 HURON-MANISTEE NF
09 06 MARK TWAIN NF
09 07 NICOLET NF
09 08 OTTAWA NF
09 09 SHAWNEE NF
09 10 SUPERIOR NF
09 11 HIAWATHA NF
09 13 WAYNE-HOOSIER NF
09 18 N CENTRAL RESEARCH ST
09 19 ALLEGHENY NF
09 20 GREEN MTN NF
09 21 MONONGAHELA NF
09 23 WHITE MTN NF
09 42 NE RESEARCH STATION
NORTH EAST AREA
STATE & PRIVATE FORESTRY

REGION 10

10 REGIONAL OFFICE, JUNEAU, AK.
10 03 TONGASS NF-STIKINE
10 04 TONGASS NF-CHATHAM
10 05 CHUGACH NF
TONGASS NF-KETCHIKAN

USDI AGENCIES

OAS OFFICE OF AIRCRAFT SERVICES
BLM-(ST) BUREAU OF LAND MGMT-(STATE CODE)
BIA-(AGENCY) BUREAU OF INDIAN AFFAIRS-(AGENCY NAME)
NPS-(NAME) NATIONAL PARK SERVICE - (PARK NAME)

OTHER FEDERAL AGENCIES

DOD ALL MILITARY BRANCHES
FAA FEDERAL AVIATION ADMINISTRATION

STATES

AL ALABAMA
AK ALASKA
AZ ARIZONA
AR ARKANSAS
CA CALIFORNIA
CO COLORADO
CT CONNECTICUT
DE DELAWARE
FL FLORIDA
GA GEORGIA
HI HAWAII
ID IDAHO
IL ILLINOIS
IN INDIANA
IA IOWA
KS KANSAS
KY KENTUCKY
LA LOUISIANA
ME MAINE
MD MARYLAND
MA MASSACHUSETTS
MI MICHIGAN
MN MINNESOTA
MS MISSISSIPPI
MO MISSOURI
MT MONTANA
NE NEBRASKA
NV NEVADA
NH NEW HAMPSHIRE
NJ NEW JERSEY
NM NEW MEXICO
NY NEW YORK
NC NORTH CAROLINA
ND NORTH DAKOTA
OH OHIO
OK OKLAHOMA
OR OREGON
PA PENNSYLVANIA
RI RHODE ISLAND
SC SOUTH CAROLINA
SD SOUTH DAKOTA
TN TENNESSEE
TX TEXAS
UT UTAH
VT VERMONT
VA VIRGINIA
WA WASHINGTON
WV WEST VIRGINIA
WI WISCONSIN
WY WYOMING

Invoice Number example: 1234567

USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (04/93)

Exhibit D-6: Instructions For Completion Of USDA-FS 6500-122

Flight Use Record (Cont.)

Enter Mission Code that best describes the use or intended use of the aircraft.

AVIATION MANAGEMENT
01 AIRCRAFT, PILOT, UNIT INSP
02 PILOT TRAINING
03 AIRCRAFT MAINTENANCE

FIRE SUPPRESSION
05 PAX TRANSPORT
06 RECONNAISSANCE
07 DETECTION
08 AIR TACTICAL
09 LEADPLANE
10 RETARDANT
11 SMOKEJUMPING
12 HELITACK
13 RAPPELLING
14 EQUIP / SUPPLY TRANSPORT
15 INFRARED
16 AERIAL IGNITION
17 OTHER

OTHER ACTIVITIES
18 PAX TRANSPORT
19 SURVEY / OBSERVATION
20 FERRY - PREPOSITIONING OF AIRCRAFT
21 WILDLIFE / GAME COUNT
22 SEARCH / RESCUE
23 LAW ENF / INVESTIGATION
24 RESEARCH
25 AIR QUALITY MONITORING
26 FIRE MANAGEMENT
27 PRESCRIBED BURNING
28 SPRAYING
29 CARGO TRANSPORT
30 AERIAL PHOTO
31 INFRARED
32 AERIAL IGNITION
33 ACCIDENT INVESTIGATION
34 OTHER
40 SEEDING / FERTILIZATION
41 MEDIVAC

Enter Pay Code for charges or credits according to Contract or Rental Agreement requirements.

FT   FLIGHT TIME
SB   STANDBY - AS REQUIRED BY CONTRACT OR RENTAL AGREEMENT
ES   EXTENDED STANDBY - STANDBY IN EXCESS OF CONTRACT OR RENTAL AGREEMENT REQUIREMENT
AV   AVAILABILITY - PAY FOR AIRCRAFT TO BE AVAILABLE FOR FLIGHT
NA   NON-AVAILABILITY - AIRCRAFT NOT AVAILABLE DUE TO MAINTENANCE, ETC. - STANDBY OR AVAILABILITY TIME IS NOT ACCRUED
DO   MANDATORY DAY OFF - FLIGHT CREW ON DAY OFF
ST   SERVICE TRUCK CHARGES
ON   OVERNIGHT CHARGES - ACCORDING TO CONTRACT OR RENTAL AGREEMENT
CH   OTHER CHARGES - CHARGES WITHOUT SPECIFIC CODES
CR   CREDITS - OTHER INVOICE CREDITS, AIRPORT LANDING FEES, ETC.
NF   OTHER NON-FLIGHT CHARGES
SP   SPECIAL PASSENGERS - ADMINISTRATIVE FLIGHTS ONLY
GU   GUARANTEE - PAY GUARANTEED BY CONTRACT OR RENTAL AGREEMENT

Enter User Code (1-25) for Forest Service sub-unit, department, or administrative office that is using the aircraft. Enter 26 if aircraft is used by a different agency.

01 AVIATION AND FIRE MANAGEMENT
02 ADMINISTRATIVE MANAGEMENT
03 ADMINISTRATIVE SERVICES
04 CIVIL RIGHTS
05 COMPUTER SERVICES
06 ENGINEERING
07 EXPERIMENT STATIONS
08 FISCAL AND ACCOUNTING
09 FOREST PEST MANAGEMENT
10 HUMAN RESOURCE PROGRAMS
11 LANDS
12 LAND MANAGEMENT PLANNING
13 LAW ENFORCEMENT
14 MINERALS AND GEOLOGY
15 OFFICE OF GENERAL COUNCIL
16 OFFICE OF INFORMATION
17 PERSONNEL MANAGEMENT
18 PROGRAM PLANNING AND BUDGETING
19 RANGE MANAGEMENT
20 RECREATION MANAGEMENT
21 REGIONAL FORESTER / FOREST SUPERVISOR
22 STATE AND PRIVATE FORESTRY
23 TIMBER MANAGEMENT
24 WATERSHED AND AIR MANAGEMENT
25 WILDLIFE MANAGEMENT
26 OTHER AGENCIES AND COOPERATORS
27 OTHER

Examples:

MISSION CODE	PAY CODE	SITUATION
10	SB	AIRTANKER ON STANDBY FOR RETARDANT DROPS
28	AV	HELICOPTER ON AVAILABILITY FOR A SPRAY PROJECT
05	SB	FIXED-WING ON STANDBY TO FLY PASSENGERS TO A FIRE
05	FT	HELICOPTER TRANSPORTING CREWS ON A FIRE
10	FT	HELICOPTER DOING BUCKET WORK ON A FIRE
17	AV	HELICOPTER ON AVAILABILITY AT A FIRE
12	NA	HELICOPTER FOR HELITACK DOWN FOR MAINTENANCE
10	ST	SERVICE TRUCK CHARGE FOR HELICOPTER DOING BUCKET WORK ON A FIRE
05	ON	OVERNIGHT CHARGES FOR A HELICOPTER TRANSPORTING CREWS ON A FIRE
10	ES	EXTENDED STANDBY FOR A HELICOPTER DOING BUCKET WORK ON A FIRE
20	FT	FLIGHT TO PREPOSITION AN AIRCRAFT AT START OF CONTRACT PERIOD
14	ES	EXTENDED STANDBY FOR A HELICOPTER DOING SLING WORK ON A FIRE
16	FT	HELICOPTER DOING AERIAL IGNITION ON A FIRE

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Exhibit D-7: Instructions For Completion Of USDA-FS 6500-122

Flight Use Record (Cont.)

Enter last name(s) and first initial(s) of pilot(s) and copilot(s).

Enter pounds of cargo delivered.

Enter gallons of water or retardant delivered.

Enter type of retardant;
F = foam,
W = water,
L = liquid based, and
S = solid based.

Enter type of cargo;
P = paracargo,
S = slingload, and
C = all other cargo.

Enter the number Smokejumpers, Rapellers, or Helitack delivered.

All invoices must be signed and dated by the Forest Service official certifying services have been received; i.e., Helicopter Manager, COR, Chief of Party, etc.

The pilot or vendor must sign and date all invoices.

Enter number of pilots and other essential individuals in Column 19. Enter number of Passengers, nonessential individuals, in Column 20. Depending on the mission, essential crew members may or may not include Smokejumpers, Spotters, Helicopter Managers, Rapellers, Helitack, Air Tactical Supervisors, Observers, etc.

For flights charged to an incident, enter the Resource Order Number provided by the dispatcher. The dispatcher may assign a local flight number for local non-incident administrative flights.

Print your name, home unit, and office phone number. Show the duty hours for each pilot. Note unusual cargo, events such as an accident or incident, reasons for down time, etc. Use the back of the white copy if there is not enough room for all entries.

Exhibit D-8: Instructions For Completion Of USDA-FS 6500-122

Flight Use Record (Cont.)

Enter cost of fuel per gallon if required by Contract or Rental Agreement to establish flight rate for airtankers.

Enter the appropriate rate of pay (from Contract or Rental Agreement) on each line.

Enter time recording method; C for Clock (hours and minutes), or H for Hour Meter (hours and tenths for helicopters; hours, tenths, and hundredths for airtankers).

Enter start and stop times for all flights.

For airtankers, enter elapsed time in hours, tenths, and hundredths. Use chart required by Contract or Rental Agreement to convert minutes to tenths and hundredths.

For helicopters, enter elapsed time in hours and tenths. If time is recorded by clock, use the chart below to convert minutes to tenths.

MINUTES	1-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
TENTHS	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0

For airports, enter the FAA airport identifier. Obtain identifiers from dispatchers, pilots, FAA publications, Flight Service Stations, Fixed Base Operators, etc.

Use FIR for landings on initial attack fires or helispots on large fires. Use HLB for landings at helibases, non-fire helispots, and unlisted heliports.

Leave all of Block 37 blank.

Total all charges in Column 31. Subtract any credits.

Determine charges for each line. Multiply the rate by; elapsed time, number of crew members, miles driven, etc.

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